Declassified in Part - Sanitized Copy Approved for Release 2013/08/07 : CIA-RDP83-00586R000300080015-7

Deputy Chief, FBID 1 December 1952

Administrative Officer, FBID

Notes for November Progress Report

1. To facilitate rotation of FBID Administrative Officers from overseas to domestic field stations, two GS-9 Assistant Administrative Officer positions were approved to be used only for rotating overseas GS-9 Administrative Officers.

2. All grades requested for the new Special Reports Branch positions were approved by Classification and Wage Division on 17 November.

3. Approval received for the following T/O positions:

1 Russian Monitor German Bureau
1 Chauffeur Custodian [redacted] Bureau. 50X1

4. All rental arrangements for the new office space to be occupied by the Tokyo Bureau [redacted] in Tokyo have been completed. The total rental fee for the period 1 December 1952 through 30 June 1953 will be approximately $2,500. 50X1

5. The Procurement Office has authorized the local purchase of a sedan for the Okinawa Bureau and two right-hand drive vehicles for the Mediterranean Bureau.

6. Arrangements are being completed at the West Coast Bureau for medical support through the facilities of the Veterans Administration offices in Los Angeles. The program will be in full operation after concurrence of the Agency Medical Office.

7. Decision reached by the Office of General Counsel after consultation with the General Accounting Office provides that foreign national and classified employees at the Mediterranean Bureau may be reimbursed for expenditures made in paying the local Professional Tax.

[redacted] 50X1

JDP/peg

Declassified in Part - Sanitized Copy Approved for Release 2013/08/07 : CIA-RDP83-00586R000300080015-7

Declassified in Part - Sanitized Copy Approved for Release 2013/08/07 : CIA-RDP83-00586R000300080015-7

1 December 1952

Notes for Progress Report

1. To facilitate rotation of FBID Administrative Officers from overseas to domestic field stations, two GS-9 Assistant Administrative Officer positions were approved to be used only for rotating overseas Administrative Officers. ~~presently holding grade GS-9~~. GS-9

2. All grades requested for the new Special Reports Branch positions were approved by Classification and Wage Division on 17 November.

3. Approval received for the following T/O positions:

1 Russian Monitor German Bureau
1 Chauffeur Custodian [redacted] Bureau 50X1

Letter of Instruction

1. Preparers of correspondence and memoranda are cautioned against over-classification. Example: A position description is Secret but reference to the T/O title of the position is only Confidential.

2. Personnel Evaluation Reports are to be completed and returned to the department as soon as practicable after receipt of the form.

3. Bureaus will submit travel vouchers as soon as possible after the arrival of the traveler. Delay in so doing unnecessarily complicates the work of the Fiscal Division.

MMS:peg

Declassified in Part - Sanitized Copy Approved for Release 2013/08/07 : CIA-RDP83-00586R000300080015-7